**ANNEX 4**

# TECHNICAL PROPOSAL

**Technical Proposals not submitted in this format may be rejected.**

Proposer is requested to include a half page value statement indicating why they are most suitable to carry out the assignment.

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| --- | --- |
| Name of Proposing Organization: |  |
| Country of Registration: |  |
| Type of Legal entity: |  |
| Name of Contact Person for this Proposal: |  |
| Address: |  |
| Phone: |  |
| Fax: |  |
| E-mail: |  |

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| **Section 1.0: Expertise and Capability of Proposer** |
| 1.1 Reputation of the Organisation and Staff (Competence/Reliability).   * Background: Provide a brief description of the organization, its mission and aims, types of activities and its experience in the area of capacity building activities in the area of policy making, public finance, budgeting, etc. * Financial capacity: The Proposer shall demonstrate its financial capacity and reliability with regard to the requirements of the Terms of Reference, which can be established by supporting documentation including for example the most recent Audited Financial Statements duly certified by a public accountant. |
| 1.2 General Organizational Capability   * Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, experts network, equipment, financial stability). * Include a description of past and present experiences and relationships that may illustrate capability in delivering assignments on building capacities to different target groups, specially to CSOs in the area of policy making, public finance, budgeting, etc. * Explain any partnerships with local or other organizations in areas related to the TOR. Letters of recommendation from partners/ former beneficiaries would be considered an asset. |
| 1.3 Relevance of Specialized Knowledge and Experience in Similar Projects |
| 1.3.1 At least 3 years of proven experience in conducting capacity building for CSOs, development of training modules**.**   * Detail relevant examples of training modules delivered to CSOs, indicating the period, target groups, results achieved. * Please provide any relevant documentation that proves this experience. |
| 1.3.2 Proven track record and capacity to monitor public policies, budgets and development of monitoring reports will be consider an asset.   * Detail relevant examples of activities performed by your organization for monitoring public policies/ budgets; * Please provide any relevant documentation (monitoring reports, visibility of the activity) that proves this experience. |
| 1.4 Quality assurance procedures, risk and mitigation measures: Describe the potential risks for the performance of the TOR that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks (especially in light of the COVID-19 pandemic). |
| Previous successful collaborations   * List previous successful collaborations with international organizations, especially with UN agencies. |
| * Provide at least 3 references  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Project | Client | Contract Value | Period of performance (from/to) | Role in relation to undertaking the goods/services/works | Reference Contact Details (Name, Phone, Email) | | 1. |  |  |  |  |  | | 2. |  |  |  |  |  | | 3. |  |  |  |  |  | |
| **Section 2.0: Proposed methodology approach and implementation plan** |
| Under this section the organization shall describe in detail the proposed work plan and approach towards performing the assignment.  The following must be addressed in this section: |
| * Provide a description of the organization’s approach, activities, and timeline for how the organization will achieve the TOR. * Provide description of the tools, methodologies, contents that will be used for implementation of the tasks given in the TOR. * The proposal should demonstrate a good understanding of UN Women’s needs for the services requested. * Demonstrate that different components of the project are interconnected and build up. * The proposal is addressed with sufficient detail, in a clear manner, and covers TOR’s scope of work, tasks and deliverables. * Provide an efficient and realistic work plan corresponding to the needs/specifics stipulated in the ToR (the sequence of activities is realistic and will ensure effective implementation of the work plan, the plan is falling within the indicated under the ToR time frames). * Describe how your organization will adhere to UN Women’s procurement principles in acquiring services on behalf of UN Women. UN Women’s general procurement principles:   a) Best Value for money  b) Fairness, integrity and transparency  c) Effective competition  d) The best interests of UN Women  **NOTE:** The proposer is expected to reflect in the technical offer the online approach of the implementation of trainings/capacity building/other events. |
| **Section 3.0: Management Structure and Key Personnel** |
| Under this section the organization shall present the team proposed to perform the assignment and responsibilities of each team member (including per task).  Additionally, the following must be addressed in this section: |
| **3.1 Team Leader (Project Coordinator)** |
| 3.1.1 Completed university degree in human rights, gender studies, public relations, development studies and/or other social science related areas relevant for the assignment; |
| 3.1.2 Minimum 3 years of proven experience in developing and delivery of training and capacity building programs; |
| 3.1.3 Minimum 3 years of proven professional experience in the area of policy making, public finance and budgeting; |
| 3.1.4 Experience on gender responsive budgeting, and/or public policy and budget monitoring with gender lenses is considered a strong asset; |
| 3.1.5 Fluency in Romanian. Knowledge of English will be considered and asset. |
| **3.2 Trainers/ mentors (at least three):** |
| 3.2.1Completed university degree in human rights, gender studies, public relations, development studies and/or other social science related areas relevant for the assignment; |
| 3.2.2 At least 2 years of experience in developing and delivery various types of trainings and capacity building programs, including for civil servants; |
| 3.2.3 Fluency in Romanian, knowledge of English will be considered an asset. |
| **3.3 Profile on Gender Equality**  Proposer is strongly encouraged to include information regarding the percentage of women: (1) employed in the Proposer’s organization, (2) in executive and senior positions, and (3) shareholders. While this will not be a factor of evaluation, UN Women is collecting this data for statistical purposes in support of its mandate to promote gender equality and women’s empowerment.  Proposers are also invited to: (1) become a signatory to the Women Empowerment Principles (if more than 10 employees) http://weprinciples.org/Site/PrincipleOverview ; or (2) sign the Voluntary Agreement to Promote Gender Equality and Women’s Empowerment (if less than 10 employees). Good practices of gender-responsive companies can be found here: http://weprinciples.org/Site/CompaniesLeadingTheWay/ |
| **Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time.**  Highlight the relevant academic qualifications, specialized trainings and pertinent work experience.  ***Substitution*** of key personnel shall only be permitted in accordance with section 2.4 of the General Conditions of Contract. |
| Please use the format below, with each CV no more than THREE pages in length. |

**Sample CV template:**

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| --- | --- | --- | --- | --- |
| Name: | | |  | |
| Position for this Assignment: | | |  | |
| Nationality: | | |  | |
| Language Skills: | | |  | |
| Educational and other Qualifications | | |  | |
|  | | | | |
| Employment Record: [Insert details of as many other appropriate records as necessary]  From [Year]: To [Year]:  Employer:  Positions held: | | | | |
|  | | | | |
| Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary]. | | | | |
| Period: From - To | Name of project/organization: | | | Job Title, main project features, and Activities undertaken |
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| References (minimum 3) | | (Name/Title/Organization/Contact Information – Phone; E-mail) | | |